



SISO ACADEMY PTE LTD

THE COACHING MANAGER

SISO Academy Pte Ltd is a registered Private Education Institution under the provisions and regulations of the Private Education Act 2009 in Singapore

Course Objective

This 40-hour programme will equip successful learners the understanding of why coaching is recognised as the preferred method for talent and skills development by leaders, CEOs and human resource experts of successful organisation in the 21st century.

Upon successful completion of this programme, learners will be able to create a coaching-friendly culture in their organisations, apply scientifically proven, evidence-based coaching principles, tools and models to develop the talents and skills of employees in an ongoing and sustainable manner.

They will also be able to coach employees in diverse working situations, from individual to group coaching, from informal to formal coaching and from personal development to performance development.

Most importantly the competencies developed will not only facilitate coaching in the workplace, but it will transform participants into people developer and self-esteem builder. All done within the ethics and values of the International Federation of Coaches.

Contents

1. Understand the growing importance of coaching in skill development.
2. Apply understanding of the considerations and conditions to create a coaching-friendly organisation.
3. Apply different tools and models of coaching in a diverse range of workplace skill development situations.

Certification

All participants will be awarded a Certificate of Completion upon meeting 75% of the required course attendance for each module and assessed to be competent.

Assessment mode

Each module will be assessed individually upon completion through a combination of Group Project, Video Recording, Presentation and Interviews.

Entry Requirements

Applicants must possess **ALL** the following minimum qualifications in order to enrol for the course:

- A recognised diploma **OR** degree

OR

- Possess Employability Skills System (ESS) Workplace Literacy OR GCE "N" Level English grade 5

AND

- Possess ES Workplace Numeracy Level 5 **OR** GCE "N" Level Maths grade 5

Duration: 6 Weeks

Frequency: Part-Time
10 Evenings
Mondays and Wednesdays OR
Tuesdays and Thursdays
(6.30pm to 10.30pm)

Venue: 167 Jalan Bukit Merah
Tower 5, #02-13
Singapore 150167

CPD: 40 SDUs

Full course fees:

SISO Member: S\$1,776.20#

Non- SISO Member: S\$1,990.20#

Fee with GST

All interested participants are invited to submit their applications with the following documents:

- Completed Application form
- Copies of all academic certificates or any certificates of proficiency
- Copies of Resume, letter of appointment or testimonial

For more information, please contact 67775185 or

Email: training@siso.org.sg

Registration form					
THE COACHING MANAGER					
Part A - Participants Details (attach a separate list if necessary)					
Salutation <i>(Mr/Ms/Mdm)</i>	Name <i>(Please underline surname)</i>	NRIC	Designation / Job Title <i>(Please indicate your WSHO Reg. No., if any)</i>	Mobile no:	Special Diet <i>(E.g. Vegetarian)</i>
Highest Education Qualification: 'O' Level/'N' Level/ Others*, Please specify					
Part B - Company Particulars					
Name of Company:					
Type of Industry:					
Name of Contact Person:				Designation:	
Tel:				Fax:	
Email <i>(for course correspondence)</i> :					
Part C - Billing Details					
Billing Address:					
Please tick as appropriate if you would like an invoice to the company:			e-Invoice for Government bodies		
<input type="checkbox"/> Yes <input type="checkbox"/> No			Dept & Sub-business unit: _____		
SISO member <i>(circle as appropriate)</i> : Yes/ No			<i>(For official use only)</i>		
*SISO membership no:			Cash or Cheque No. _____ for S\$ _____		

NOTE

1. Registration and Payment

Please submit completed form together with a crossed cheque, made payable to "SISO Academy Pte Ltd", to reach us no later than one week prior to the programme start date. Please mail registration and cheque to:

SISO Academy Pte Ltd
167 Jalan Bukit Merah
#02-13 Connection One, Tower 5,
Singapore 150167

Full course fees:

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Visit our website at www.siso.edu.sg
Email: registration@siso.org.sg
Phone: 6513 0286

2. Withdrawal

If written notice of withdrawal is received:
> 14 days before commencement of programme – full refund
Between 3 & 13 working days – 70% refund
Less than 3 working days - no refund

(Please note that programme confirmation can only be made 3 days before the commencement date)

The Academy reserves the right to amend the programme content, or to cancel or change the date of the programme or the venue.